

From: Cox, John

Sent: Tuesday, January 09, 2018 10:23 PM

To: Mia, Marcia

Subject: FW: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

FYI - not sure if I sent this to you

John

From: Robinson, Milton

Sent: Monday, January 08, 2018 9:42 AM

To: Norris, Munsel <Norris.Munsel@epa.gov>; Cox, John <cox.john@epa.gov>

Subject: RE: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Hi Munsel,

Yes, you should indicate to eDiscovery Services that they should proceed.

Milton

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Milton H. Taylor Robinson | Attorney-Advisor | eDiscovery Assistance Team

US Environmental Protection Agency | Office of Enforcement and Compliance Assurance |  
Office of Administration and Policy | Information Technology Division

1200 Pennsylvania Avenue NW | Room 3230 WJC South Building | Mail Code 2201A |  
Washington, DC 20460

Telephone: 202-564-2538

From: Norris, Munsel

Sent: Monday, January 08, 2018 9:13 AM

To: Cox, John <cox.john@epa.gov>

Cc: Robinson, Milton <Robinson.Milton@epa.gov>

Subject: RE: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Importance: High

John/Milton

ED\_004016\_00009906-00001

We should proceed, correct?

Thanks,

Munsel Norris

Information Technology Specialist

OECA/OCE/RMS

(202) 564-6659 - office phone

(202) 579-8514 - iphone

From: Zaylor, Emily On Behalf Of eDiscovery, eDiscovery

Sent: Monday, January 08, 2018 9:07 AM

To: eDiscovery, eDiscovery <eDiscovery@epa.gov>; Norris, Munsel <Norris.Munsel@epa.gov>; Cox, John <cox.john@epa.gov>

Cc: Tran, Thanh <tran.thanh@epa.gov>; Robinson, Milton <Robinson.Milton@epa.gov>

Subject: RE: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Good Morning,

Following up on the below to see if we can proceed? Thank you.

Emily Zaylor

Deloitte - eDiscovery Contractor

(202) 566-1545 Office

From: Zaylor, Emily On Behalf Of eDiscovery, eDiscovery

Sent: Friday, December 22, 2017 1:33 PM

To: Norris, Munsel <Norris.Munsel@epa.gov>; Cox, John <cox.john@epa.gov>

Cc: eDiscovery, eDiscovery <eDiscovery@epa.gov>; Tran, Thanh <tran.thanh@epa.gov>; Zaylor, Emily <zaylor.emily@epa.gov>; Robinson, Milton <Robinson.Milton@epa.gov>

Subject: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Munsel and John,

The Pre-Case Assessment for ED\_001544 (FOIA EPA-HQ-2018-001886) is complete, please:

ED\_004016\_00009906-00002

Confirm the search criteria listed below is correct; and

Confirm that the estimated results are acceptable to you and/or the subject matter expert for this matter. This estimate is being provided to allow you the opportunity, if needed, to further refine or adjust your search request, communicate with the requestor, and/or plan for the review of documents. If you have any questions, please feel free to reach out to Discovery Services (eDiscovery@epa.gov).

Once we receive your confirmation, we will proceed to execute the search. In addition, with respect to your requested deadline, since SharePoint automatically puts a date of 10 days out from when the request was submitted and that field is not always accurately entered initially, we kindly request that you please provide us with any pending discovery deadlines, court ordered deadlines, or a more accurate FOIA deadline date.

The initial search returned an estimated 31 hits and an additional 2,344 items which were not searchable.

The 'hits' estimate represents emails or attachments in which one or more of the search terms or keywords submitted were found. This estimate only accounts for 'families', in which one more hit was found in the email and/or its attachments. That means it only counts 1 document or email, not the email and its attachments. Therefore, the final number of potentially responsive documents will likely be 2-3 times larger once loaded into the Relativity database. Please note that this estimated number is subject to change at any time due to various factors on a live system. In addition, some more advanced searching requests (identified below) will need to be applied after the data is collected.

The 2,344 additional items which were not searchable (without additional processing that can be done at a later stage) represent those emails or attachments that are not text-searchable, such as image files or certain .PDF files. In addition, very large emails, attachments, or file types may not be searchable for this estimate. Once the search is approved and we proceed with the collection, it is our standard practice, unless instructed otherwise, to collect these 2,344 additional items and search them, with the same search terms/keywords, using a different tool. Any results from that search will be loaded into the Relativity database for review, along with the original 31 hits.

Upon Confirmation, Discovery Services will Collect the Following:

Outlook email for the following 16 custodians:

Bodine, Susan

Brooks, Phillip

Duffy, Rick

Fried, Gregory

Hoyt, Daniel

Kelley, Rosemarie

Kenney, James

Lischinsky, Robert

Messina, Edward

Mia, Marcia

Segall, Martha

Shinkman, Susan

Sorrell, Virginia

Starfield, Lawrence

Sullivan, Tim

Traylor, Patrick

Date Range:

8/2/2016 - 11/21/2017

Key Words:

"OOOa Results of the Performance Test"

"OOOa Performance Test"

"40 C.F.R. 40 C.F.R. §60.5420a(b)(9)(i)"

"OOOa Initial Semiannual Reports"

"40 C.F.R. §60.5422a(b)"

"OOOa Semiannual Reports"

"40 C.F.R. §60.5422a(a)"

"OOOa Annual Reports"

"40 C.F.R. §60.5420a(b)"

"OOOa Annual Reports of Excess Emissions for Sweetening Units"

"40 C.F.R. §60.5423a(b)"

("new source performance standards for the oil and gas sector Subpart OOOa") AND  
("comply" OR "complies" OR "complying" OR "compliant" OR "compliance" OR "deadline" OR  
"deadlines" OR "delay" OR "delays" OR "delayed" OR "delaying" OR "due" OR "enforce" OR  
"enforces" OR "enforcing" OR "enforcement" OR "extend" OR "extends" OR "extending" OR  
"extension" OR "extensions" OR "postpone" OR "postpones" OR "postponed" OR "postponing"  
OR "postponement" OR "variance" OR "variances")

Please note, YOU MAY NOT BE DONE SEARCHING! Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.

The centralized search is run ONLY in the EPA's Microsoft Office 365 system, and the search results include all item types existing in Office 365, including but not limited to: Outlook email messages, Outlook Contacts, Outlook Meetings, Outlook Notes, Outlook Tasks, IM conversation history (Skype Chats), and loose Documents.

Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.

According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee's epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee's account and provide a copy of the forwarded message to the search lead for the request.

Thank you,

Discovery Service Team

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[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user's Outlook account, that document must be retrieved from ECMS.